

ELLINGTON HOUSING AUTHORITY

November 30, 2010

Regular Meeting

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TOWN OF ELLINGTON
TOWN CLERK'S OFFICE

1) Meeting called to order @ 7:00 P.M..

2) Members present: Peg Bean, Steve Bidwell, Kathy Cusson and Deb Stauffer. Also present: Ted Yampanis, Director and Gail Gessay, Recording secretary. Absent: Steve Schindler.

3) The minutes of the Oct. 26th meeting were reviewed. Peg motioned to accept the minutes, 2nd by Steve. Motion passed.

4) Public forum: none present.

5) Financial matters: the 2011 management plan has been approved by CHFA. There is some money available which is federal funds being administered by the Dept. of Social Services which is the Weatherization Grant. There is an agency in Willimantic which is a contractor that is administering the program. This is aimed at low income people in need of assistance with weatherization items. This is also available to Housing Authorities providing two thirds of the residents meet the income requirements. Ted submitted detailed information of the income of all the residents to demonstrate that EHA does meet that requirement. They are coming to EHA on Dec 14th @ 10:00 A.M. for a site visit. This is called a "Pre-audit". Since new doors are needed they will inspect several apartments. The apartments will be pressurized to see if there is air leakage around the doors. For the last step of the audit they will look at EHA's files to see the documentation supporting the income. The door replacements should also include the screen doors, the frame and probably the threshold.

The audit was sent to the state for review. There were 2 findings. They pertain to the fact that EHA is a one person show and there is a separation of duties. In the audit comments they do not recommend any solution because there is none. Ted will write to them mentioning check signers and regular audits. What is also required is more of an ongoing thing, so Ted will show them the bank reconciliation each month at the board meeting.

For the improve investment return we have \$ 78,542.00 in STIF. STIF invests its money in short term investments and the current rate of return is 1/4 of a percent. CHFA requires that EHA has at least \$ 1,000.00 reserve fund per unit in the bank, but the money does not have to be in STIF.

Ted checked into CD's at Rockville Bank. They have a 12 to 23 month CD paying .9% and a 24-35 month CD paying an annual percentage rate of 1.5%. Ted is proposing to take \$ 60,000.00 and put that into a 24 month CD @ 1.5% and take another \$ 10,000.00 to put into a 12 month CD @ .9%. Ted figured in a years time this would yield approximately about \$ 990.00 in interest. The current rate we're earning from STIF would pay \$ 168.00, so that's \$ 722.00 more in interest by doing this. The penalty for early withdrawal is 3 months interest. Kathy motioned to move \$ 60,000.00 of the STIF funds into a 24 month CD at Rockville Bank and another \$ 10,000.00 into a 12 month CD at Rockville Bank at prevailing interest rates. This will be arranged as soon as Kathy and Ted can get to Rockville Bank. Peg 2nd the motion, motion passed.

6) Unit vacancy report: the lease has been signed for unit #5, so we're now at full capacity.

7) Maintenance: apartment #5 leased as of 12/1/10. Due to the fact many previous tenants in this apartment smoked there was a lot of work to be done. The stove, refrigerator and flooring around the sink and stove was replaced. The walls were washed, treated with Kilz and painted. Also the grouting on the tub enclosure was brown from nicotine. In trying to retrieve it the grouting came off and the panels were all yellow, so the tub enclosure was also replaced. The cost of all these items came to about \$ 3350.00. This gave Ted the idea of replacing the cabinets in the apartments since there is a strong odor of cigarettes in the apt.#5 cabinets. All the cabinets are original, warped and unfinished wood on the inside, so odors tend to stay there. Ted went to Home Depot to get information and maple cabinets were suggested. The cost for the cabinets is about \$ 2500.00 and about \$ 500.00 for the counter top. Cabinet hardware is not included. Most of the sinks are in good shape but the faucets may need replacing. Ted feels these improvements will cost at the most about \$ 3,000.00 per unit, since Jeff will be doing the labor. Doing these replacements as the apartments become available will be cost effective. Currently there is \$ 13,000.00 set aside in the reserve account for improvements. Ted wants to replace the apt# 5 cabinets as a trial to see how they come out. Kathy motioned to accept the proposal to begin replacing cabinets in each apartment, on a case by case basis in the vicinity of about \$ 3,000.00 or so, starting with unit# five. Peg 2nd the motion. Motion carried.

8) Unfinished business: as far as the procurement policy goes, expenditures over \$ 1,500.00 should be voted on. EHA has not had a policy to date on this. Peg motioned to set the procurement policy limit for expenditures at \$ 1,500.00, at the discretion of the Executive Director. Motion 2nd by Kathy. Motion passed.

9) New business: the meeting schedule for 2011 will be sent to the town.

At 8:25 P.M. the meeting went into executive session. A motion was made to increase the hourly wages for the maintenance worker and the RSC by fifty cents per hour, effective 1/01/11. Motion was passed. This ended at 8:37 P.M..

10) Meeting adjourned @ 8:37 P.M.. The next meeting is scheduled for Tuesday Dec. 28th, 2010 @ 7:00 P.M. @ Snipsic Village.

Respectfully submitted,



Gail Gessay, Recording Secretary
Ellington Housing Authority